

AIRPORT COMMISSION MINUTES

April 9, 2019

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, April 9, 2019.

Attendees:

Marc Adelman, Director	Philip Hall	Libby Rembold, General Aviation
Jessie Barksdale, Chairman	Joseph Miller	Todd Pinekenstein, Bld. & Grounds Supt.
Sid Allgood	Alan Spencer, Asst. City Atty.	Lisa Bivens, Administrative Assistant
Michael Duncan	Brian Buchanan, Danville Science Center	

Approval of Agenda

Michael Duncan made a motion to approve the agenda for the April 9, 2019 meeting and Philip Hall seconded the motion. All members present were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the March 12, 2019 meeting be accepted as presented and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

Communications from Visitors

No communications.

Topic: Update on the Fixed Based Operator (FBO) Request for Proposals (RFP) Review Process

Action: A meeting is scheduled on April 10th with the City Attorney and City Manager's office to review the proposals received and to discuss input obtained from the Airport Commission.

Disposition: The Airport Commission will be updated after the meeting is held with the City Manager and City Attorneys.

Marc Adelman summarized activities completed to date to provide a recommendation to Danville City Council concerning the FBO lease. He indicated that the next step is to complete a meeting with the City Attorneys and the City Manager to apprise them of input received from the Commission and to review both proposals. This meeting is scheduled for April 10th. The Airport Commission will be updated after the meeting is held.

Topic: Planning Activities for the Airport Open House/Young Eagles Day Event

Action: Planning activities for the event were reviewed with the Commission.

Disposition: Adelman said he will request the assistance of the EAA Chapter to obtain registration information to notify parents when they should arrive at the airport for children to complete airplane rides.

Topic: Planning Activities for Airport Open House/Young Eagles Day (continued)

Adelman stated that registration activities to complete free plane rides closed on Friday, April 5th with 232 children registered. A waiting list was created for 32 children due to capacity constraint issues. A terminal floor plan was reviewed with the Commission to discuss planning requirements for the event. The EAA Chapter has expressed interested in using the conference rooms for different activities and will also be using a portion of the public viewing area for staging children to complete flights. Adelman said current plans call for refreshments to be available in the terminal building and to have tables and chairs positioned outside in the public viewing area for participants to use.

Adelman indicated that he would like for volunteers to be available inside the terminal to inform attendees of things they can do while children wait to complete a plane ride. Todd Pinekenstein and Marc Adelman will transport small groups in a van to complete a tour of the Operations Advisory Tower. Brian Buchanan of the Danville Science Center was in attendance and identified requirements for the Star Lab exhibit (portable planetarium). After discussion, it was decided to place the Star Lab exhibit in the terminal building.

Adelman said he will reach out to the EAA Chapter and see if the airport can obtain registration information so emails can be sent to identify recommended time slots for children to complete a plane ride so attendance levels are balanced and to avoid traffic flow and parking problems. Discussion continued.

Other planning items discussed included the following:

- Police on duty
- Volunteers
- Name badges and hats for the Commission
- Rent two golf carts
- Tent/chairs
- Signage
- ADA Port-a-Jons to be located close to the CAP Hangar
- Star Lab fee \$300, 22' x 22' space requirement
- Involvement from Averett/Flight Simulator
- Involvement from General Aviation
- Involvement from the Civil Air Patrol
- Need to minimize pedestrian traffic on the terminal ramp

Topic: Update on Capital Improvement Projects

Action: On April 16th Danville City Council will consider appropriating state aviation and local capital funds for FY20 airport improvement projects.

Disposition: A meeting will be held on Monday, April 22 with tenants to discuss the phasing of the T-Hangar Taxi-lane project.

Marc Adelman said that City Council will consider appropriating funds on April 16th to complete the T-Hangar Taxi-lane Rehabilitation project that has already received funding approval from the state. The agreement with the contractor has been executed and once City Council's approval is accomplished a purchase order can be issued for the project to begin.

Topic: Update on Capital Improvement Projects (continued)

The T-Hangar Taxi-lane project is projected to last approximately twenty-four days. Adelman distributed an aerial image of the t-hangar area and identified the hangars that will be impacted by the project.

Brian Salyers of Talbert, Bright and Ellington, the airport's engineering firm, will be in Danville on Monday, April 22, 2019 at 6:00 pm to discuss the T-Hangar Taxi-lane project with the t-hangar tenants and obtain their input regarding the construction phasing plans for the project. A memo will be mailed to tenants and an email blast will be completed to inform tenants of this meeting. Prior to construction, tenants will be given the option to move into the tie-down area while the project is going on. Currently, the airport does not have any vacant hangars available.

Marc Adelman said that when the engineer attends the meeting on April 22 they will also discuss the design services project to widen Taxiway H and construct an aircraft parking area. As part of that design effort, the Airport Layout Plan will be modified for Federal Aviation Administration and the Virginia Department of Aviation's approval. Adelman said that during the design process, the Airport Commission will be provided options to consider for maximizing the utility of the space that can be developed along Taxiway H. Discussion continued.

Public Comment Period

Libby Rembold mentioned that they heard Shiloh airport in Rockingham County is going to receive funding to get 600 feet more in runway length and increase the weight limit the runway can support. She also recommended that the airport sign on South Boston Road should be updated.

Communications

Sid Allgood proposed that Marc Adelman contact and negotiate with the companies that have submitted proposals for FBO services regarding purchasing fuel if General Aviation Inc. is not the recipient.

Adjournment

The Commission meeting adjourned at 5:05 pm.

The next meeting is scheduled for **Tuesday, May 14, 2019 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**